

Program Requirement Kansas State Loan Repayment Program

Prior to completing the provider and site applications, please review the following Kansas State Loan Repayment Program (SLRP) requirements. Both the applicant and a representative of the service site **must sign and date** this document indicating the health professional and service site meet these requirements and submit with the applications.

Health Professional Eligibility

1. The health professional must have completed the appropriate level of education and must be able to become board certified or otherwise state or professionally credentialed prior to beginning the obligated period of service.
2. The health professional must be a United States citizen or national.
3. The following health professionals are eligible to receive a Kansas SLRP award:
 - a. **Must serve in a primary care Health Professional Shortage Area**—Doctors of Allopathic Medicine or Osteopathic Medicine (M.D. or D.O.) in a primary care specialty, Primary Care Certified Nurse Practitioners, Certified Nurse-Midwives, and Primary Care Physician Assistants.

Approved primary care specialties are family medicine (and osteopathic general practice), internal medicine, pediatrics, obstetrics/gynecology, geriatrics, and general psychiatry. General practitioners (physicians who have not completed residency training programs) are not eligible for funding through the Kansas SLRP.
 - b. **Must serve in a dental Health Professional Shortage Area**—General and Pediatric Dentists (D.D.S. or D.M.D.), Registered Clinical Dental Hygienists.
 - c. **Must serve in a mental health Health Professional Shortage Area**—Clinical or Counseling Psychologists (Ph.D. or equivalent, includes Clinical Psychotherapists), Licensed Clinical Social Workers, Psychiatric Nurse Specialists, Licensed Clinical Professional Counselors, Licensed Clinical Marriage and Family Therapists.

Qualifying Loans

1. Qualifying educational loans are government and commercial loans for actual costs paid for tuition and reasonable educational and living expenses related to the undergraduate or graduate education of the participant leading to a degree in the health profession in which the participant will satisfy his or her Kansas SLRP service commitment. Applicants must provide a copy of all qualifying loan documentation as indicated on the Loan Information Form.
2. If an applicant has consolidated loans or refinanced loans, the applicant must provide a copy of the original loan documentation to establish the educational purpose and contemporaneous nature of such loans. If an eligible educational loan is consolidated or refinanced with any other debt other than another educational loan of the applicant, no portion of the consolidated or refinanced loan will be eligible for loan repayment.

Kansas SLRP Application and Forms

1. The application period for the Kansas SLRP will begin July 1 of each year for awards beginning September 1 of that year, and on a continuous basis until all program funds are committed or until June 1 of the following year. Priority will be given to applicants that apply prior to August 15. Awards will be made in the order received.
2. If necessary due to insufficient funding for all eligible applicants that apply prior to August 15 of each year, the Kansas SLRP will take into account community need and the commitment and experience of health professionals in making awards. In the assessment of community need, preference will be given to Federally Qualified Health Centers, state-supported primary care clinics, and agencies sited in rural HPSAs.
3. A complete Kansas SLRP application will include the following materials:
 - a. Provider Application form
 - b. Loan Information Form(s) for each loan for which Kansas SLRP assistance is sought
 - c. Service Site Application form
 - d. Copy of the service site's sliding scale fee structure
 - e. Copy of the health professional's job description
 - f. Letter of Employment
 - g. Proof of U.S. Citizenship or U.S. National (certified birth certificate or passport)
 - h. Copy of the health professional's Kansas license
 - i. Copies of all necessary loan materials as identified in the Loan Information Form
4. Kansas SLRP participants who wish to amend their contracts for additional year(s) of service will be given priority funding if the Application for Contract Amendment is submitted no later than July 1 prior to the end of their current obligation. Participants may apply to amend their contracts after July 1, but the Kansas SLRP cannot guarantee the availability of an amended award.
5. Health Professionals receiving Kansas SLRP assistance must submit an Annual Report form after each twelve (12) months of completed service.
6. Health Professionals receiving Kansas SLRP assistance must submit the Payment Verification form along with proof that all Kansas SLRP funds disbursed have been used to pay eligible loan balances.
7. All forms and related materials for the Kansas SLRP may be found on the Kansas Department of Health and Environment website at <http://www.kdheks.gov/olrh/FundLoan.html>. For questions or assistance with the application, please call Barbara Huske at (785) 296-2742 or email bhuske@kdheks.gov.
8. The completed application should be returned to:
Barbara Huske
Kansas Department of Health and Environment
Kansas State Loan Repayment Program
1000 SW Jackson, Suite 340
Topeka, KS 66612-1365

Outstanding Obligations

1. The health professional may not have any other outstanding contractual obligation for health professional service to the Federal Government (e.g., an active military obligation, National Health Service Corps Loan Repayment Program (NHSC LRP), NHSC Scholarship Program, Nurse Education Loan Repayment Program (NELRP) or Nursing Scholarship Program obligation), or to a State or other entity, unless that service obligation will be completely satisfied before the SLRP contract has been signed.
2. Individuals in the Reserve Component of the U.S. Armed Forces or National Guard are eligible to participate in the Kansas SLRP. If the SLRP participant's military training and/or service, in combination with the participant's other absences from the service site, exceed 35 workdays per service year, the Kansas SLRP service obligation will be extended to compensate for this break in full-time service. If the participant is a reservist and is called to active duty, the amount of time he/she is on active duty must be added to the terms of the original contract.

Disqualifying Financial Situations

1. The health professional may not have a judgment lien against their property for a debt to the United States. Health professionals with judgment liens for Federal debts are ineligible for Kansas SLRP assistance.
2. The health professional may not have a history of failing to comply with, or inability to comply with service or payment obligations, including:
 - a. Defaulting on any Federal payment obligations (e.g. Health Education Assistance Loans, Nursing Student Loans, Federal income tax liabilities, FHA Loans, etc.) even if the creditor now considers them in good standing;
 - b. Breaching a prior service obligation to the Federal, state, local government or other entity, even if the health professional subsequently satisfied the obligation; and
 - c. Having any Federal debt written off as uncollectible (pursuant to 31 U.S.C. 3711(a) (3)) or had any Federal service or payment obligation waived.
3. The health professional is not eligible to participate if a breach of obligation has occurred for health professional service to the Federal Government, a State Government, or other entity.
4. Health professionals delinquent in child support payments are not eligible to participate. To the highest extent possible within the law, the Kansas SLRP will verify that no participating health professional has delinquent child support payments.

Service Requirements

1. The health professional is not allowed credit for any practice done while the health professional is in a professional school or graduate training program.
2. The health professional is not allowed loan repayment for any professional practice performed prior to the effective date of the health professional's SLRP contract.
3. The health professional must serve in the clinical practice of his/her profession full time, a minimum of 40 hours per week for at least 45 weeks per service year providing primary health services.
 - a. Full-time clinical practice is defined as a minimum of 40 hours per week of patient care at an approved service site, with no more than 8 of those hours per week devoted to practice-related administrative activities or other non-clinical activities (research or teaching). The practice will include hospital treatment coverage appropriate to meet the needs of patients of the approved service site and to ensure continuity of care.

- b. For all health professionals except noted below, at least 32 of the minimum 40 hours per week must be spent providing direct patient care during normally scheduled clinic hours in the ambulatory care setting at the approved service site. The remaining hours must be spent providing inpatient care to patients of the approved site, and/or in practice-related administrative activities.

For OB/GYN physicians, family practice physicians who practice obstetrics on a regular basis, providers of geriatric services, pediatric dentists, certified nurse midwives, and behavioral and mental health providers, at least 21 of the minimum 40 hours per week must be spent providing direct patient care (direct patient counseling for behavioral/mental health providers) in the outpatient ambulatory care setting(s) at the approved practice site(s) during normally scheduled office hours. The remaining 19 hours of the minimum 40 hours per week must be spent providing clinical services to patients in the approved practice site(s), or providing clinical services in alternative settings as directed by the approved practice site (s), or performing practice-related administrative activities. Administrative or other non-clinical activities must not exceed 8 hours per week.

Time spent “on call” does **not** count toward the minimum 40 hour per week requirement.

- c. No more than 7 weeks (35 workdays) per year can be spent away from the practice for vacation, holidays, continuing professional education, illness, or any other reason. Absences greater than 7 weeks in a SLRP service year will extend the service commitment end date.
- 4. The time period of the initial Kansas SLRP contract shall be for a minimum of two years. After the initial 2-year commitment, contracts may be amended in one-year increments.

Kansas SLRP Awards

- 1. Kansas SLRP awards are made on a competitive basis and are limited to available funds. Financial support is provided in the form of loan repayment for an initial 2-year service obligation. After completion of the initial 2-year service obligation and as Kansas SLRP funds allow, health professionals may amend their contracts in one year increments to continue receiving loan repayment, one year of service for every one year of additional support until all eligible loans are expended.
- 2. Doctors of allopathic medicine and osteopathic medicine practicing in a primary care discipline and general practice dentists may receive up to \$30,000 per year (\$15,000 federal/\$15,000 state) from the Kansas SLRP for repayment of outstanding educational debt. All other eligible health professionals may receive up to \$25,000 per year (\$12,500 federal/\$12,500 state). One-half of the award will be paid at the beginning of the first year of service with the remainder paid at the beginning of the second year of service.
- 3. Public Law 108-357, enacted October 22, 2004 makes all funds disbursed on or after January 1, 2004 for the National Health Service Corps (NHSC) Loan Repayment Program and federally-funded State Loan Repayment Programs exempt from gross income and employment taxes. This law also excludes these funds from being taken into account as wages in determining benefits under the Social Security Act.
- 4. Kansas SLRP participants must use all SLRP awards received to repay qualifying graduate and undergraduate educational loans.
- 5. Health professionals must be employed by the service site when entering into the SLRP contract or must have a contract in place to begin work within three months of the date on which they enter into the Kansas SLRP contract.
- 6. The health professional must pay the amount specified in the SLRP contract default provision if he or she is determined to be in default by KDHE.

Site Requirements

1. The service site must be in a Kansas federally designated Health Professional Shortage Area in the appropriate discipline of the health professional's licensure (medical, dental, mental health).
2. The service site must be a public or nonprofit entity.
3. The service site and/or the health professional must charge for professional services at the usual and customary rates prevailing in the areas in which such services are provided, except that if a person is unable to pay such charge, such person shall be charged at a reduced rate (discounted sliding fee scale) or not charged any fee.
4. The service site and/or the health professional must accept assignment under Medicare (section 842(b) (3) (B) (ii) of the Social Security Act) for all services for which payment may be made under Part B of Title XVIII.
5. The service site and/or health professional must enter into an appropriate agreement for Medicaid under Title XIX and Title XXI to provide service to individuals entitled to medical assistance under the plans (Medicaid/HealthWave).
6. The service site must have a written nondiscrimination policy and provide its services in a culturally and linguistically appropriate fashion responsive to the needs of the area's population.
7. The service site of the health professional may not use SLRP funding as a salary offset. Salaries for health professionals participating in the Kansas SLRP should be based on prevailing rates in service site's area.
8. Health professionals may only practice at the service site approved by the Kansas SLRP, unless a change is approved in writing.
9. The service site agrees to cooperate with communication by email, mail, phone, or through site visits for the purpose of monitoring compliance with the Kansas SLRP.

I have read and understand the requirements of the Kansas State Loan Repayment Program. My signature indicates that I affirm that the health professional or the service site qualify for participation in the Kansas State Loan Repayment Program.

Signature of Health Professional

Date

Signature of Authorized Site Representative

Date

Printed Name of Authorized Site Representative